Operating Instructions
ISDN-Telephone Integral TS 13

connected to
Integral 3

BOSCH

Familiarize yourself with your phone

This manual is designed to help you learn the basics of your telephone quickly and easily.

What you should definitely read

- Basic rules of use → starting on p. 8.

You should read this section to know a few basic rules on how to use your phone, even if you are already familiar with deluxe phones.

To give you a better overview of things, this manual is laid out in such a way as to be orientated towards the different ways in which you use your telephone:

Basic functions

This section describes the various basic telephone functions: how to make and to answer calls, how to hold and transfer a caller, how to establish a conference and to deal with several callers, and how to switch to monitoring and handsfree modes.

Advanced functions

This section describes advanced telephone functions that make phoning even easier, e. g. diverting calls, or storing numbers in the electronic telephone book. Additionally, your telephone (TS 13) offers you many possibilities for setting up different functions according to your own specific needs, e. g. Do not disturb, or display contrast and audio settings. These functions are described in this section.

If in doubt, look it up

If you are searching for something specific, e. g. a message or menu item on the display, take a look in this section. Here you will also find some information on additional equipment for your telephone.

Contents

Familiarize yourself with your phone

Familiarize yourself with your phone 2
TS 13 – Overview 5
Which keys for which functions? 6
Special features of your telephone 7
Basic rules of use 8

Basic functions

Making calls 10
Answering calls 13
Holding and Transfering calls 15
Conference 17
Additional call during an existing call 20
Monitoring 21

Advanced functions

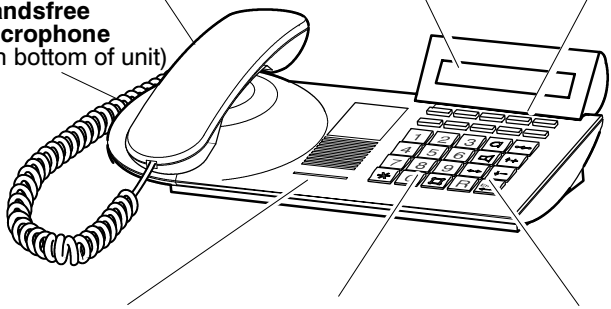
Diverting calls 22
Using the phone in a partner group 25
Storing numbers 26
Call list 29
Settings 30
Language and audio settings 31
Displaying call charges 32
Announcements 33
Sending and receiving text messages 34
Entering appointments 36
Night service 38
Protecting your phone from unauthorized use 39
Calling from locked telephones 40

If in doubt, look it up

Telephone functions at a glance	41
Menu items and messages on the display	46
Tones and rings on your telephone	55
If something does not work	56
Using the DSS module	57
Using hotel functions	60
Further instructions and functions	71
Remote control of your telephone with a PC	72
Index	73

TS 13 – Overview

Some of the keys have different functions, depending on how your telephone is set up and how it is connected to the system.



AEI interface
for connecting accessories (on bottom of unit)

Display
The messages help you with operation

Softkeys / **Display keys**
for different purposes – the current function is shown in the display

Handsfree microphone
(on bottom of unit)

LED display
flashes for call

Digit keys
For dialing and entering code numbers

Fixed function keys
for the rapid execution of specific functions

Which keys for which functions?

Here is a brief overview of which functions are available on your telephone and what they are used for.
There is a more detailed description of the use of the individual keys under the respective function on the following pages.

Digit keys
for dialing telephone numbers and entering code numbers.

Star and hash keys
for special functions.

Handsfree
switches the loudspeaker and microphone on, so you can make hands-free calls.

Monitoring
switches the loudspeaker on and off and is used for dialing with the handset on the hook.

Redial
redials the last number.

Recall
places the caller on hold.

Disconnect
disconnects the current connection and is used to cancel an entry (exit a menu).

Menu / **Cursor up**
calls up the main menu, and scrolls up through the available menu items on the display.

Cursor down
scrolls down through the available menu items on the display.

Enter
activates a selected menu item and accepts data in entry lines.

Special features of your telephone

You can use your phone to make calls as you would with any ordinary phone. This telephone also offers a variety of functions that make phoning even easier. This chapter contains a brief overview of some of these special features.

The display assists you

The display provides you with important information, e.g. on the current call. In addition, display messages guide you through the operation step by step.

The functions of some keys may change temporarily. The currently active function of these “softkeys” is always shown on the display (→ p. 9).

The number of every ISDN caller is shown on the display to let you know who is calling before the connection is actually set up. The name of the caller is also shown on the display if the complete call number of the respective caller is stored in your system.

Customizing the functions of your phone

You can select and activate most functions quickly and easily from the screen.

You can also change numerous standard settings and adapt the phone to your own personal needs.

Storing call numbers

You can store and dial numbers individually for your telephone.

Handsfree answer-back

You can adjust the settings on your phone so that calls are accepted automatically. This allows you to speak to a calling party without lifting the handset. (→ p. 30).

Protection against unauthorized use

The integrated “software lock” allows you to protect your telephone against unauthorized use.

Basic rules of use

The following pages contain a few basic rules on how to use your phone.

Selecting functions in the menu

Press the “Menu / Cursor up” key to display the main menu.

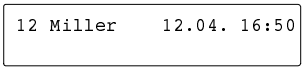
Press the “Cursor up / down” keys to scroll through the available menu items to the desired function, e. g. “acoustics+contrast”.

Press the “Enter” key to activate the menu function on the display.

Note:
Functions assigned to function keys do not appear in the main menu (p. 41).
While you are on a call, additional menu items are shown on the display. You can select them in the same way.

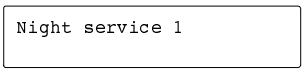
To cancel an operation:
lift the handset and replace it immediately.

The display assists you

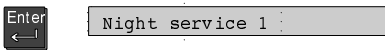


The idle display shows

- your name and number,
- the current date and time.



The idle display also gives you additional information on the telephone status, e. g. “Night service 1”.

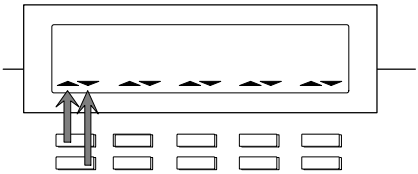


Note:
You can select any telephone status message, just like a menu item, by scrolling to the desired message and pressing the “Enter” key.

Basic rules of use ◀

The functions of the softkeys change according to operating mode.
As standard, the softkeys are set up as line keys. If you want to change the standard assignment, please contact your dealer.

Softkeys / **Display keys**



The softkeys on your phone can be assigned with different functions, e. g. as line keys with which you seize exchange lines.
The symbols above these keys show you the current status of the particular internal or external line.

- Symbol for the top key
- Symbol for the bottom key

Symbol flashing slowly: internal call
Symbol flashing quickly: external call
Symbol lit up: busy

Note:
You can have a DSS module with up to 36 keys connected to your telephone by your dealer, making it possible to enter text. (→ p. 59)

Making calls

You can use your phone to make calls as you would with any other telephone.
Internal: Dial the desired number directly.
External: Seize a line and then dial the call number.

Internal calls

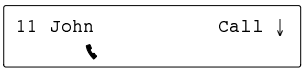
Lift handset and wait for dial tone.

Dial the internal number required

or

John

press the respective destination key.



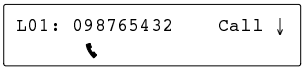
The number is shown on the display.
The display indicates whether the other party is free.

External calls

Lift handset and wait for dial tone.

Dial “9” for an outside line or press a line key.

Dial the external number required



The line and the number dialed are shown on the display.

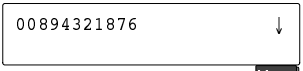
Making calls ▶

ISDN or internal calls are displayed with the call number of the caller. If the complete call number is stored in your system, the name of the calling party is displayed instead of the call number.

Redialing a number

Five external numbers can be redialed from the redial memory.

Press the “Redial” key.



The last number dialed is displayed.

Scroll to select the remaining numbers.

Press “Enter” twice to dial the number
or
Lift the handset to dial the number.

Making calls ◀

If you call an extension and the line is busy or the called party does not answer, you can activate automatic callback. You can cut-in on a call if the line is busy and you do not want to wait until the ongoing call is over. This function must be enabled for your phone.

If the called party is busy

Callback

Press the “Callback” key to initiate automatic callback.

Wait for the acknowledgement tone, then hang up.

Your phone rings as soon as the other party hangs up.

```
Answer call
```

Lift the handset or select the menu item “Answer call”.

```
11 Miller          Call ↓
```

The call to the other party is repeated.

Note:
You can also intitiate callback when the called party is idle.

Cut-in

```
Cut-in
```

Select the menu item “Cut-in”.

You have now cut in on the call and can talk to the other party. All parties hear a special cut-in tone (→ p. 55).

```
End
```

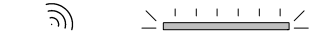
Terminating cut-in:
Select the menu item “End”.

This cuts off the connection to the other parties.

Answering calls

You can lift the handset as usual and talk to the caller. You can also answer calls by pressing the “Handsfree” key and leaving the handset on-hook. If another subscriber in your system receives a call, you can pick it up on your phone (Pick Up).

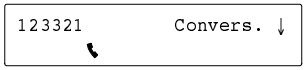
Incoming calls



Your telephone rings and the LED beside the handset flashes.

The message “Call” appears on the display.
The name of the caller is displayed if it is stored along with the complete call number in your telephone directory.

Lift the handset to answer the call.

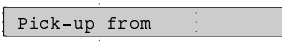


You are now connected to the calling party.

Note:
Every call you do not take is entered in the call list (→ p. 29).

Call pick-up

If the other telephone rings, pick up your handset.



Select the menu item “Pick-up from”.

Enter the number of the called party.

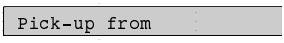
You can now speak with the caller.

Answering calls ◀

You can also pick up calls on your phone intended for other members of your group.

Group Pick Up

If any telephone in the group rings, pick up your handset.



Select the menu item “Pick-up from”.

Select the corresponding call from the list.

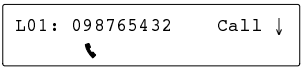
You can now speak with the caller.

Note:
Instead of this, you can press the destination key for the called group.
The call is diverted to you immediately.

Holding and Transfering calls

You can speak with several callers alternately. You can freely toggle between these callers.
In addition you can transfer a caller to an external party.

Consultation call



You are making a call.

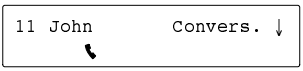
R

Press the “Recall” key to place the caller on hold.

John

Enter the number required, e.g with a destination or partner key.

If this function is enabled with your system, you can also enter the number of a connected system or seize a line, in order to enter an external call number.



You can now converse with the consulted party. The first party is on hold.

Toggling between the first party and the consulted party

You have initiated one or more calls while talking to the first party.

R

Press the “Recall” key to switch to the external caller,

or

R

press the “Recall” key and enter the internal number to switch to the internal subscriber.

You can now speak to the other party.

Holding and Transfering calls ◀

You can transfer each call to subscribers in your system or a connected system or to an external subscriber. If you transfer the call without first informing the other party, the call will come back to you after a short time if this party does not answer.

Transfering a call

You are making a call.

R

Press the “Recall” key

or

Transfer call

select the menu item “Transfer call” to transfer your initial party.

Enter the call number of the desired internal subscriber. You can also enter the call number of a connected system or seize a line to enter an external call number.

Note:
You can only transfer calls to external connections via an ISDN.

Replace the handset when the called party answers to connect the two parties to each other.

The subscriber does not answer:

L01

Press the line key to return to the first call.

You did not announce the transfer:

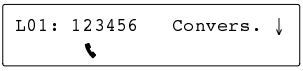
Line 1 Ret.call ↓

The call will come back to you after a short time if the party does not answer.

Conference

You can speak to several parties simultaneously by integrating other calls into your existing call.

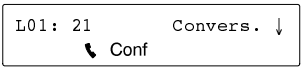
Adding internal subscribers to a call (internal conference)



You are making a call.

Select menu item “Conference”.

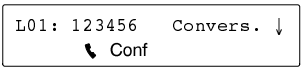
Dial the number of the desired subscriber.



As soon as the participant answers, he immediately takes part in the conference call.

All conference parties can withdraw from the conference call by replacing the handset.

Transfering an external call to an internal conference party



You have set up a conference call between an external subscriber and an internal party.

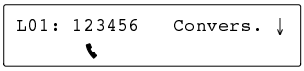
Select menu item “Transfer to conferee”. The two participants are connected to each other.

Replace the handset.

Conference ▶

You can talk to two external subscribers simultaneously.

Adding external subscribers to a call (external conference)



You are on the line to an external subscriber.

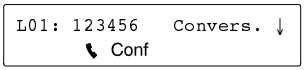
Press the “Recall” key to place the caller on hold.

Dial “9” or press a line key to seize a line.

Enter desired number.

Select the “Conference” menu item when the called party answers.

Press the line key of the first party.



All three parties can talk with one another.

The external subscriber fails to answer:

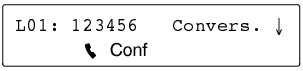
Press the “Disconnect” key.

Press the line key to return to the first call.

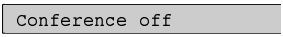
Conference ◀

You can terminate the conference call without disconnecting the calls to the other parties.

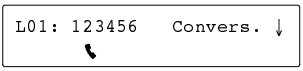
Terminating the conference and maintaining the connection



You have set up a conference call between an external and an internal party.



Select the menu item “Conference off”.



The connection remains set up.
The other subscriber is waiting.

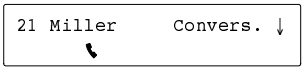
Terminate conference and connection

Replace the handset.
This terminates the conference and breaks all connections.

Additional call during an existing call

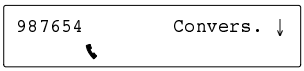
You can answer an additional call (waiting caller) during an existing call.

Answering an additional call



You receive a second call while talking to another party.
You will hear a low calling tone.

Press the “Recall” key to speak to the caller.



You are now connected to the calling party. The first party is on hold and cannot hear your other conversation.

You may now:
- switch between two callers (→ p. 15),
- transfer the caller (→ p. 16).

Monitoring

You can hear the other party on the loudspeaker.

Listening to your partner over the loudspeaker (Monitoring)

You are on a call.

Press the “Monitor” key , to switch on the loud speaker.

You hear your partner over the loudspeaker. A small loudspeaker symbol appears on the display.

Switching Monitoring off:
Press the “Monitor” key again to turn off the loudspeaker.

Adjusting the volume

To adjust the volume settings, see the section “Contrast, language and audio settings” (p. 31).

Diverting calls

You can divert calls to another telephone within your system. You set up this type of call diversion from your own phone or from another one. You can also divert external and internal calls to an external number and divert calls for another phone.

Setting up call diversion

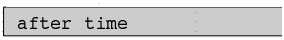
Select the menu item “Call diversion”.
You can select one of the following options:

- **Divert from:**
  Enter the number of the telephone whose calls are to be diverted to you.
- **Divert to - immediate:**
  Enter the number of the telephone your calls are to be diverted to.
- **Divert to - after time:**
  Enter the number of the telephone your calls are to be diverted to if they are not answered within a defined time.
- **Divert to - if busy:**
  Enter the number of the telephone your calls are to be diverted to if you are busy.
- **Divert for:**
  You can divert calls to internal phones for other subscribers.
- **Ext. call diversion - immediate:**
  Enter the external number your calls are to be diverted to.
- **Ext. call diversion - after time:**
  Enter the external number your calls are to be diverted to if they are not answered within a defined time.
- **Ext. call diversion - if busy:**
  Enter the external number your calls are to be diverted to if you are busy.
- **Bar call diversion:**
  Calls diverted to you via the exchange are rejected, e.g. calls which are accidentally diverted to your extension.
- **Divert bundle:**
  This function diverts several exchange lines to the specified extension.

Diverting calls ▶

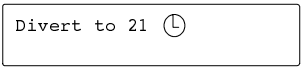
Select the required menu item, e.g. “Divert to”.

Enter the number of your diversion destination, e.g. 21.



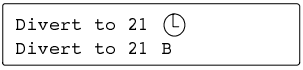
Select the type of call diversion, e.g. ”after time”.

Confirm with the “Enter“ key.



Call diversion after time to the desired subscriber is now activated. It is indicated in the idle display.

Calls for you will now reach the telephone of subscriber 21 if you do not take them.



“Call diversion if busy” can be activated simultaneously to the same or a separate subscriber.

Diverting calls ◀

Setting up call diversion for others ❑

Call diversion

Divert for

Select the menu item “Divert for”.

Enter the number of the subscriber for whom you want to set up internal call diversion.

Press the “Enter” key to confirm the entry.

Enter the number of the telephone to which the other subscriber’s calls are to be diverted.

after time

Select the type of call diversion, e.g. ”after time”.

Confirm with the “Enter“ key.
Call diversion is now activated for that subscriber.

Deactivating call diversion

Divert to 21

An existing call diversion is shown on the display of your phone.
The call diversion function can be selected directly from the idle display.

Divert to 21

Select the menu item “Divert to 21”.

Delete

Select the “Delete” menu item.
Call diversion is now deactivated.

Using the phone in a partner group

Your dealer can connect up to 16 telephones in your system to form a partner group. The display provides you with information on the activities of every partner whose number is assigned to a softkey. You can set your phone up so that you hear a short tone if one of your partners is called.

Information on the partner display

- Flashing slowly: internal call for a partner.
- Flashing quickly: external call for a partner.
- Lit up: partner is busy.

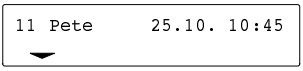
Calling partners

e.g. John

Press the desired partner key.

Dial. The call number is dialed.

Answering a call for a partner



A partner phone rings. The corresponding partner display flashes.

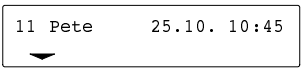
e.g. Monk

Press the partner key.

The call is diverted to you. Your telephone rings. You can answer the call.

Partnerbeep

Select the “Partnerbeep on/off” menu item.



All partner displays with partnerbeep switched on flash.

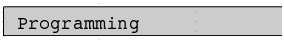
John

Press the appropriate partner key to turn the partnerbeep on or off for this particular partner.

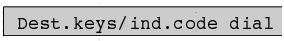
Storing numbers

Numerous numbers are stored in your telephone system for all subscribers.
You can also enter and store individual destinations that are only available on your phone. Numbers stored in this way can be assigned to destination keys and then dialed by simply pressing a key.

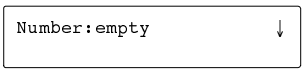
Storing numbers for your phone



Select the menu item “Programming”.



Select “Dest. keys/ind. code dial” to store a new, single entry.



You can now store a new number. The system automatically selects the next free destination.

Enter the number you wish to store.

Press the “Enter” key to confirm each entry.

Note:
You can select the last number dialed when entering the number.

Select “End” to complete and store the entry. You can also enter and store other phone book entries if you wish.

Storing numbers ▶

You can enter numbers in the telephone system that can be used by all subscribers if you have the appropriate authorization.

Storing general destinations ❑

Programming

Select the menu item “Programming”.

General code dialing

Select the menu item “General code dialing” to store a new, general entry.

Dest.: ↓

The entry mask for general numbers will appear.
These numbers are available to all subscribers in your system.

Enter the number for a free destination (100–899).

Enter the number you wish to store.

Press the “Enter” key to confirm each entry.

Note:
You can select the last number dialed when entering the number.

End

Select “End” to complete and store the entry. You can also enter and store other phone book entries if you wish.

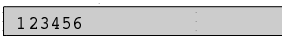
Storing numbers ◀

You can save the number in the redial memory as a note if you want to keep the number. Up to three numbers can be saved using this feature.

Storing the most recently dialed number as a note

Select the desired menu item.

Select the menu item “Next notice”, if you do not want to overwrite a number stored in the notepad.



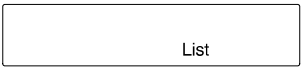
Select the menu item with the most recently dialed number.

Select “End” to complete and store the entry.
You can now dial this number at any time from the notebook.

Call list

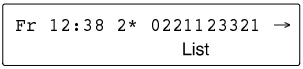
If you do not take a call, it will be stored in the call list with the time and day of the week. You can call up the list at any time and call back the subscribers it contains. The list contains the 10 most recent entries.

Dialing a number from the call list

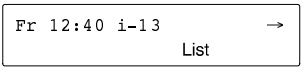


The “list” message appears on the idle display.

Press “Enter”.



The first of the available entries is displayed. If available, the caller’s name is displayed rather than his number.



If there has been an incoming internal call this will be prefixed with an “i-”. You can move to the next entry with the “Cursor down” key.

You may now:

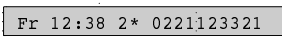
- call an entry,
- delete an entry.

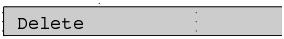
Calling an entry:

Select the required entry.

Dial. The selected number is dialed.

Deleting an entry:
Select the desired entry.





Select the menu item “Delete” to delete the entry.

Symbols in the call list

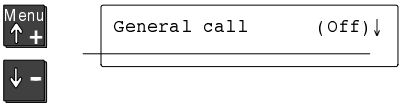
*	Number of times the subscriber called
i-	internal call

Settings

You can set up your phone for your own individual needs.

Telephone Settings

Select the menu item “Settings”.

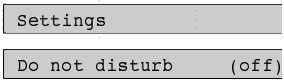


Press the “Cursor up / down” keys to scroll through the default settings that you can modify, e. g.:

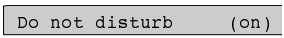
- General call
- Hunt group
- Do not disturb

Note:
All settings are activated and deactivated in the same way, as in the “Do not disturb” example below.

Do not disturb

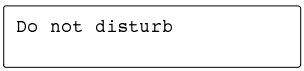


Select the menu item “Do not disturb”.



Press the “Enter” key to switch the menu item to “on”.

Select the menu item “End”.



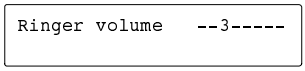
The corresponding message appears on the idle display.
The telephone does not ring on internal calls.

Language and audio settings

You can adjust various audio settings and the basic settings for handsfree.
You can also specify the language for the various menus. You can choose between English, German, and French.

Setting acoustics

Select the menu item “acoustics”.

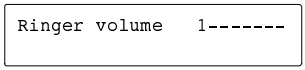


The current settings are displayed.
You may now change ringing volume, monitor and handset volume.

Select the respective menu item.

e.g. 1

Type in the new setting using the digit keys, e.g. “1”.

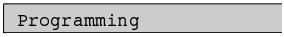


The new value is displayed.
As a check you will hear the call tone with the new volume.

End

Press the “End” softkey. This saves the new setting.

Setting language



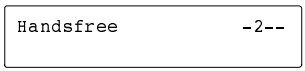
Select the desired menu item, and enter the subscriber number.

Select the required language, e.g. “English”.

Select the menu item “End”. The displayed items appear in the selected language.

Setting handsfree

Select the desired menu item.



The following levels can be set for handsfree:

- Level 1: medium (between 2 and 3)
- Level 2: long-distance/”quiet” connection
- Level 3: internal/digital connection
- Level 4: Auxiliary loudspeaker (❑)

e.g. 3

Enter new setting with numeric keys, e.g. “3”.

End

Press “End” display key, in order to confirm the new setting.

Displaying call charges

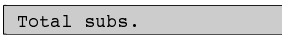
Call charges since the last deletion are stored and totaled. You can display this total and delete the display. The default setting of the charge display is currency. Your dealer can switch your display over to units.

Displaying call charges

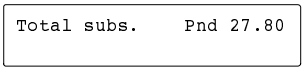
Select the menu item “Charges”.

The call charges for the last call are shown in the display.

You can call up the total for the following if you have authorization from your dealer:
- for a subscriber,
- for a line,
- for all charges.



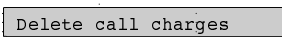
Select the desired menu item, e.g. “Total subscriber” to display the call charges for a specific subscriber.



The charges are displayed.

Note:
Enter the internal number of the subscriber whose charges you wish to call up.
If you need the charges for a specific line, select the respective line by pressing the corresponding line key.

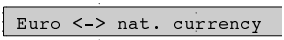
Delete the charge display:



Select the menu item “Delete call charges”.

Select the menu item “End”.
The charge display is deleted.

Select Euro or national currency:



Select the menu item “Euro <-> national currency”.

Press the “Enter” key to switch from national currency to Euro.

Announcements

You can make announcements to the subscribers in your system who have T1 telephones using the built-in loudspeakers. You can make announcements to individual parties, specific parties or all the subscribers within your system. You can reply to announcements received (must be enabled by your dealer).

Announcement to one subscriber

Lift the handset.

John
e.g. ▬

Dial the number of the required subscriber, e.g. using a partner key.

Announce

Select the “Announce” menu item.

The loudspeaker on the called party’s phone is switched on. You can now make an announcement to this subscriber.

Announcement to several subscribers

Lift the handset.

Announce

Select the “Announce” menu item.

Announce to all sub.
✆

You can now make an announcement:

- to all subscribers,
- to a specific group (must be set up by your dealer).

Announce to all subs.

Select the required menu item, e.g. “Announcement to all subscribers”.

The loudspeaker on the called party’s phones are switched on. You can now make an announcement.

Answering an announcement ❑

You hear an announcement.

Lift the handset.

Answer announcement

Select the “Answer announcement” menu item. The party who made the announcement is called.

Sending and receiving text messages

You can send messages to other subscribers in your system if they do not reply, the line is busy or someone is calling you. Only telephones with a display can receive these messages. You can receive up to 10 messages.

Sending messages

Message

Select the menu item “Message”.

Meeting

Select a message text, e. g. “Meeting” (must be set up by your dealer).

12:

Then select who you want to send the message to:

- every caller who does not reach you,
- a specific subscriber,
- all subscribers.

to

Select the required menu item, e.g. “to”.

Enter the required subscriber’s number.

Your message is sent and appears on the recipient’s display.

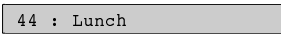
Note:
Once you select a recipient, the text ”Message sending” will appear for several seconds as confirmation.

12: Message sending

If you decide not to send the message press the “Disconnect” key.

Displaying and deleting messages

The sender's number and the text of the message are shown on your idle display.



Select the message.

Select the menu item "Delete".

The message is deleted.

Entering appointments

You can program your phone to remind you of important appointments. You can enter up to three appointments, each of which can be programmed as a one-off reminder, a daily reminder or a reminder for a certain day of the week.

Entering appointments

Appointments

Select the desired menu item.

Appt. 1 DD:MM hh:mm

The first appointment is displayed.

Single appointment for today:
Press the “Star” key, and enter the time (4 digits).

Date/Time

One-off appointment:
If you want to be reminded of an appointment on a specific date, select the menu item “Date/Time”.

e.g. 05.11 Enter the day and month (4 digits).

Enter the time (4 digits).

Weekday/Time

Recurring appointment:
If you wish to enter a recurring appointment, select the menu item “Weekday/Time”.

e.g. Sa Su

Press the softkey for the weekday on which your telephone should **not** issue a reminder, e.g. “Sa” and “Su”.

Enter the time (4 digits).

End

Select the menu item “End” to confirm your appointment entry.

Note:
You can input message text using the optional DSS add on unit (→ p. 59).

Entering appointments ◀

Appointment message

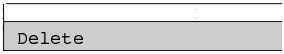
Your telephone rings and the message appears on the display at the specified time.

To acknowledge the appointment, select it from the idle display.

Deleting appointments

Select the desired menu item.

Select the appointment you wish to delete.



Select the “Delete” menu item.

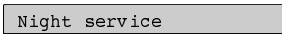
Select the menu item “End”.

The appointment is deleted.

Night service

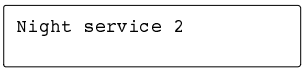
You can select three different night service groups.
These groups are set up by your dealer.

Activating night service



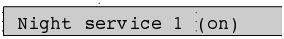
Select the desired menu item.

Select the required night service, e.g. “Night service 2”.
External calls are now diverted to Night service 2 subscribers.



By way of a check, the message “Night service 2” appears on the idle display.

Deactivating night service



Select the night service option.

Press “Enter” to cancel the night service.

Protecting your phone from unauthorized use

You can protect your phone from unauthorized use by locking it with a PIN (secret code number). You can enter this PIN yourself, as well as changing it at any time.

Locking the telephone

Software lock

Select the desired menu item.

Enter your current PIN.
The phone is locked.

Phone locked

The message “Phone locked” appears in the idle display as a means of checking. You can still dial emergency call numbers and internal extension numbers, and also receive calls.

Unlocking your telephone

Phone locked

On the idle display, select the menu item “Phone locked”.

Enter your PIN.

You can now use your telephone again as usual.

Changing your PIN

Software lock

Select the desired menu item.

Set PIN

Enter your current 4-digit PIN.

Enter the new PIN.
The new PIN is now stored.

Calling from locked telephones

You can make external calls from any telephone (within the authorisation limits specially set up for you) with a PIN code.

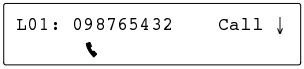
Making external calls on a locked telephone

Lift handset and wait for dial tone.

Dial “9” for an outside line or press a line key.

Enter the PIN code.
You will hear the external dial tone.

Dial the external number required.



The line and the number dialed are shown on the display.

Note:
If you have entered an incorrect PIN code, you will hear an error tone. You will then be requested to enter the PIN code again.
If you enter an incorrect PIN code a total of three times, the telephone will be locked permanently for external calls.
This lock can only be removed by your dealer or an authorised person.

If you realise you have made a mistake while entering the PIN code, replace the receiver (as long as you have not entered all digits) and try again.

Telephone functions at a glance

Look up the name of a function, such as “Code” for instance, if you do not know what it does. Your dealer can assign each of these functions to the softkeys. The corresponding symbol appears on the display.
Note: Functions assigned to function keys do not appear in the main menu.

A

`Announce`
If you want to make an announcement to the subscribers in your system.

`Announce Group`
If you want to make an announcement to a group of subscribers in your system.

`Answer announcement`
If you want to reply to general or group announcements.

`Appointment for others`
You can also remind other subscribers within your system of important appointments.

`Appt.`
If you want your telephone to give you a reminder of an important appointment.

`Autonight service`
You can activate night service automatically.
The switch-on time is set by your dealer.

B

`Bundle line`
If you want to seize a bundle line.

C

`Call div. barred`
If you want to avoid being the destination of a diverted call.

`Call forwarding`
You can automatically forward calls you do not answer within a specific period of time to another terminal.

`Call list`
All the calls you did not answer are entered in the call list.

Telephone functions at a glance ▶

`Call no. identification`
: You can suppress your number so it does not appear on your partner's display.

`Charges`
: If you want to display call charges.

`Code`
: You can enter a 3-10 digit code number for each external call. You can use this code to prepare an accurate statement of your telephone charges. The code can be, for example, a project or order number.

`Conference`
: You can talk to several subscribers in your system simultaneously.

D

`Day service`
: If you want to turn night service off.

`Delete self ass. for`
: You can delete self assignment for another subscriber if your telephone has been enabled for this function by your dealer.

`Divert for`
: You can divert calls to internal numbers for other phones.

`Divert from`
: If you want to divert calls from another phone to your own.

`Divert to`
: If you want to divert calls from your phone to another one.

`Do not disturb`
: If you do not want to be disturbed by internal calls.

`DTMF`
: Dual Tone Multifrequency Dialing. With this function you can interrogate an answering machine, for example.

Telephone functions at a glance ▶

E

`Ext. call diversion`

If you want to divert calls to an external telephone number. You can only divert digital direct-dialed (DDI) calls and internal calls to external subscribers.

F

`Form feed on charges printer`

You can output a page on the charges printer by pressing a function key.

I

`Internal group call`

You can call all the subscribers in a particular group simultaneously. You are connected to the first subscriber who answers the call.

L

`Lines 1 - 30`

If you want to seize an exchange line.

`Lock`

You can protect your telephone against unauthorised users. If the telephone is locked, you can dial 5 emergency numbers which have to be set up by your dealer.
If you have a PIN code, you can use it to dial external numbers.

M

`Message`

If you want to send a message to the subscribers within your telephone system.

N

`Night service 1...3`
For switching the night service to specific subscriber groups on and off.

`Note`
For storing a maximum of 3 call numbers.

P

`Partnerbeep on/off`
You can set your phone up so that you hear a short tone if one of your partners is called.

`PIN code`
If you have a PIN code, you can use it to dial external numbers on locked telephones.

`Pick-up from`
So you can take calls on your phone for other subscribers or groups.

`Prevent general call`
You can withdraw your telephone from general calls.

`Programming`
For setting up various telephone functions, such as night service, for instance.

S

`Seize calling line`
If you do not know which line was seized by the incoming call, you can have it automatically located, so you can answer the call.

`Self assignment`
If your phone has been set up by your dealer as a night line (e.g. night service 1), all calls are now diverted to your phone.

T

`Transfer call`

If you want to transfer a caller.

`Transfer caller to outside line`

You can have your phone set up in such a way that you can only transfer a call to an outside line by pressing a specific key. This avoids the inadvertent transfer of a call when you hang up.

W

`Withdraw from hunt group`

You can withdraw your telephone from a hunt group.

Menu items and messages on the display

Depending on which function you are using, certain menu items appear from which you can select the next operating step. You will find all the menu items arranged in alphabetical order in this overview.

❑ Telephone functions marked with this symbol are not included in the standard facilities of your phone. If you want to use any of these functions, please ask your dealer.

Symbols on the display

The telephone loudspeaker is switched on (Monitor).

Flashing over a line key. Caller waiting. Press the appropriate line key to switch to this caller.

A

`Accept / next destination`
You can instigate an automatic search for the next free destination key on your phone.

`acoustics+contrast`
If you want to change some of the audio settings and the contrast of the display.

`Activate`
For switching a bundle diversion on.

`Announce`
If you want to make an announcement to one or more specific subscribers in your system.

`Announce Group` ❑
If you want to make an announcement to a specific group of subscribers in your system.

`Announcement to all subs.`
If you want to make an announcement to all the subscribers in your system simultaneously.

`Answer announcement`
If you want to reply to general or group announcements.

`Answer call`
To answer a call, also an automatic callback.

`Appointment for others`
: You can also enter appointments for other subscribers who will be reminded of them by a signal tone and display.

`Appt.`
: If you want to be reminded of an appointment by your telephone.
Telephone status message: You have missed an appointment.

`Autonight service`
: Automatic night service becomes effective at a specific time which can be set by your dealer.

B

`Bundle ..`
: If you want to seize a particular bundle line.

`Bundle busy`
: All lines in the bundle selected are busy.

`Bundle diversion`
: If you want to divert several exchange lines to another telephone number.

`Bundle .. Private`
: If you want to seize a line in a bundle that is reserved for you.

`Busy`
: The number dialed is busy.

C

`Call`
: You are being called.

`Callback`
: The called party is busy. Activate an automatic callback. This takes place as soon as the other party hangs up.

`Call div. barred`
: If you want to stop calls being diverted to you.

Menu items and messages on the display ▶

`Call diversion`
If you want to divert calls.

`Call forwarding ❑`
You can have external calls forwarded if you do not answer them within a specific time.

`Call list`
Calls you have not answered are automatically entered in the call list. You can display information about the caller and call him back from the call list.

`Call no. identification`
You can stop your call number from being shown on the other person's display. This function must be enabled by your dealer.

`Clear connection`
Delete call number of the party you are phoning if you have misdialed. You can then enter a new number.

`Code`
You can enter a 3-10 digit code number for each external call. You can use this code to prepare an accurate statement of your telephone charges. The code can be, for example, a project or order number.

`Conference`
If you select this menu item, you can talk to several subscribers in your system simultaneously.

`Convers.`
You are connected to the dialed number.

`Current PIN`
Enter your current PIN if you want to change it.

`Cut-in`
With this menu item, you cut into an existing call of a subscriber in your system to tell him something important. The partners who are talking hear a cut-in tone.

D

`Date/Time`
If you only want to be reminded of an appointment on a particular date.

`Delete`
- If you want to delete an appointment you have entered.
- If you want to delete a note.
- To delete a message.

`Delete call charges`
If you want to reset the display of charges to zero.

`Dest.`
You can enter and store general entries if you have the appropriate authorization. These entries can then be used by all subscribers within the system. Enter the number of a free destination here (100–899).
If you make an individual entry, the system automatically enters the number of a free destination.

`Dial`
Dials the call number selected or entered.

`Divert for`
If you want to divert calls for another phone.

`Divert from`
If you want to divert calls from another phone to your own.

`Divert to`
Call diversion to: all calls to your phone are diverted to another.

`DND hunt group`
Telephone status message: You have withdrawn your phone from the hunt group.

`Do not disturb`
Do not disturb: if you do not want to be disturbed by internal calls.

Menu items and messages on the display ▶

E

`Earth button/Flash`
Select this menu item if a connected system requires that you press the earth button to obtain an external line.

`External call`
To initiate an external call.

`Ext. call diversion`
If you want to divert calls to an external telephone number. You can only divert digital direct-dialed (DDI) calls and internal calls to external subscribers.

G

`General call`
For switching in and out of receiving general calls.

H

`Hunt group`
Joining and leaving a hunt group.

I

`Internal destination`
If you want to store the number of a telephone that is connected to your system.

`Invalid`
You have entered a number the telephone cannot dial, e.g. an unknown code dial number.

L

`Last call`
Sum of call charges for last call.

`Line`
To seize a line.

`Line when dialing`
: If you want to automatically seize a line on entering a call number.

`Line when off-hook`
: If you want to seize a line immediately on picking up the handset.

M

`Message to all subs.`
: If you want to send a message to all the subscribers in your system.

N

`new gen. entry`
: New general entry: To enter a new number that can be accessed by all subscribers.

`new ind. entry`
: New individual entry: To enter a new number that can only be accessed by you.

`new PIN`
: Enter the new PIN.

`Next appointment`
: If you want to display or enter another appointment.

`Next destination`
: You can instigate an automatic search for the next free destination key on the phone.

`Next notice`
: If you wish to display or enter another notice.

`Night service 1 / 2 / 3`
: External calls are diverted to Night service subscribers.

`Note`
: To store up to 3 call numbers.

`Number`
: Call number: Enter the call number you want to store.

Menu items and messages on the display ▶

O

`Other subs.`
If you want to store a call number for another subscriber (only possible if enabled by your dealer).

P

`Pause`
You can enter a dialing pause, e.g. between the area code and the call number.

`Phone locked`
Telephone status message: Your phone is locked. Select the “Software lock” menu item and enter the 4-digit secret code (PIN) to unlock the phone again.

`Pick-up from`
You can pick up a call for another subscriber in your system.

`Prevent general call`
Telephone status message: Your telephone is withdrawn from general calls.

R

`Ret.call`
Call returned: a transferred call is returned to you after some time if the called party cannot be reached.

S

`Save redial number`
For storing the last number dialed.
You can dial this call number at any time, even if the redial memory has already been overwritten with another number.

`Self-assignment`
You can divert night service calls to your phone.
If your phone has been set up as a night line by your dealer (e.g. night service 1), all calls are now diverted to your phone.

`Send message to`
: If you want to send a message to a specific subscriber.

`Set PIN`
: If you want to set up a new PIN.

`Settings`
: You can set up your phone individually, for example, barring internal calls.

`Software lock`
: For locking the telephone and changing your PIN.

`Subs.`
: Subscriber: You can store individual entries for other subscribers within your system if you have the appropriate authorization. Enter the call number of the respective subscriber.

T

`Telephone status`
: You can display information on the current settings of your phone. In this way you can see, for instance, if a call diversion is still active.

`Time`
: If you want to be reminded of an appointment daily.

`to caller`
: If you want to send a message to an internal caller you cannot reach.

`Tone dialing (DTMF) (A-D)`
: During a call you can transmit numbers, for instance to interrogate your answering machine.

`Total Line`
: Sum of call charges for one line.

`Total lines`
: Sum of call charges for all lines.

Menu items and messages on the display ◀

`Total subs.`
Sum of call charges for one subscriber / all subscribers.

`Transfer call`
If you want to transfer a caller.

W

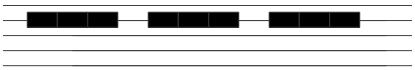
`Waiting`
Your partner is already on the phone to someone else.
However, the connection to him is still set up.

`Weekday/Time`
If you want to be reminded of an appointment weekly.

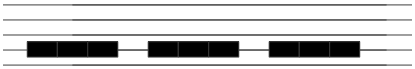
Tones and rings on your telephone

Apart from the ringing tone, there are a number of other acoustic signals informing you of various telephone operations.
You can change the ringing volume in the “acoustics+contrast” menu (p. 31).

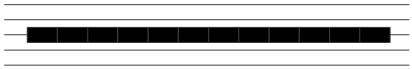
Internal and external call tones



Normal external call ringing tone:
you can switch this tone off.



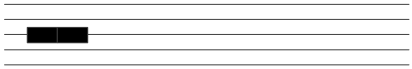
Normal internal call ringing tone:
you can switch this tone off.



Ringing tone in the case of a call returned after an unsuccessful transfer.

Additional call during a conversation, call with “Handsfree answer-back” switched on.

Simultaneous announcement to a number of subscribers.



Appointment signal:
you can switch this tone off.

Handset tones

Tone during a cut-in connection.

If something does not work

Wrong date and time displayed

Set the correct date and time in the “Programming, Date/Time” menu. This function must be enabled by your dealer.

Unknown message on display

See the chapter “Menu items and messages on the display” (→ p. 46) to find out what the message means.

The number of a caller is not displayed

Call was transferred without a number, e.g. an analog caller or caller has disabled the number display.

A function is not executed

It is possible that this function has to be enabled by your dealer. Functions which have not been enabled are flagged with ❑ (→ p. 46).

A stored appointment was not triggered

Check if the date and time display is correct.

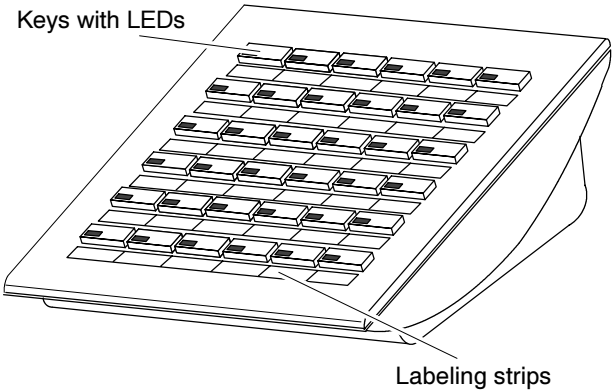
No internal calls can reach you

Check in the “Settings” menu whether you have activated “Do not disturb”.

Using the DSS module

Your dealer can connect up to 3 DSS modules to your telephone for you. Each DSS (Direct Station Select) module has 36 keys which your dealer can assign to partners and destinations for you.

Keys on the DSS module



Assignment of DSS keys

Your dealer can set up the DSS keys according to your requirements. The following destinations and functions are available:

- Partner numbers
- Individual code dial numbers
- Exchange lines
- Functions: e.g. door openers, call diversion or hotel functions (→p. 60 ff.)
- Alphabetic keyboard: The first DSS module, which is connected to your telephone can be additionally assigned with letters. Whenever you can enter display text (e.g. appointments), the alphabetic keyboard is available to you on the DSS module (→p. 59).

Using the DSS module ▶

You can telephone as usual. The DSS module makes dialing easier for you. The LED in each destination key shows whether the corresponding connection is free or busy.

Using the DSS module

Lift handset and wait for dial tone.

e.g. L01

If necessary, press the line key to seize a line

or

e.g. John

press the required DSS key.

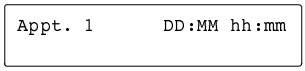
What does an LED show?

LED	Connection
off	Free (idle status)
on	Busy
Flashing slowly	Internal call/line on hold
Flashing quickly	External call

Using the DSS module ◀

You can have the first DSS module on your telephone additionally assigned with an alphabetic keyboard. Whenever you can enter display text, this alphabetic keyboard is automatically made available.

Entering text with the DSS module

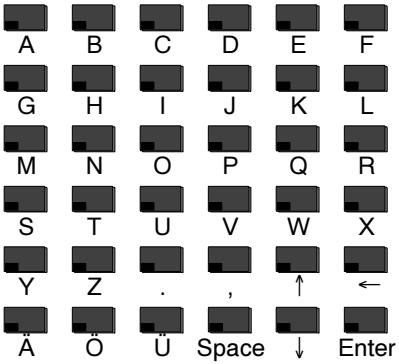


You wish to enter the text, for an appointment for example.

The alphabetic keyboard is automatically activated when the first DSS module is connected. The letters are now “superimposed” on the other functions of this DSS module, which become temporarily unavailable.

Enter the required text with the DSS keys, e.g. “Meeting”.

Assignment of keys on the DSS module



With the DSS module, you can only enter upper case letters.

In addition to the letter keys, the DSS module also has the following keys:

- “Period” and “Comma” keys: for entering these two punctuation marks
- Space key “Space”: inserts a space character
- “↑” and “↓” keys: for scrolling through text lines
- “←” key: deletes the last character going backwards
- “Enter” key: for confirming and saving your entry

Using hotel functions

For hotel functions, your dealer can connect up to 3 DSS modules. You can also connect a printer to your telephone system for printing out charges and alarm calls.

Hotel functions on the DSS module

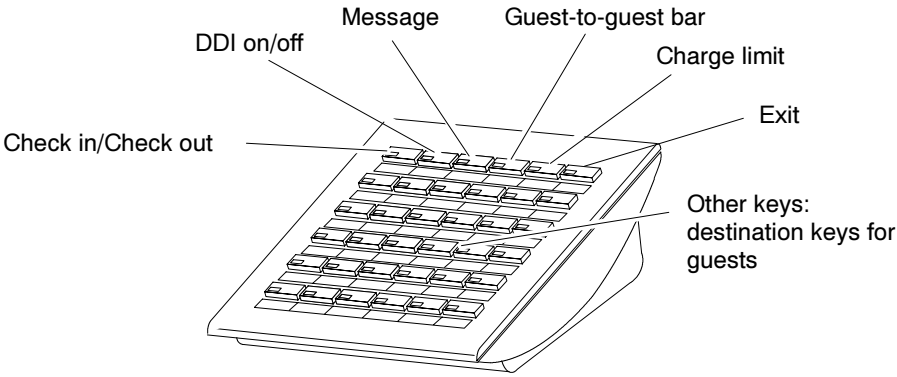
You can have your dealer set up DSS modules as hotel terminals.
Then you can:

- check in / check out guests
- display, print or delete telephone charges,
- activate the charge limit for each guest,
- send a message to a room to notify the guest that a message is waiting at reception,
- disable and enable direct inward dialing (DDI) to rooms,
- set wake-up/alarm calls.
- stop a guest from being called by other room telephones.

Using hotel functions ▶

You can activate hotel functions using the first row of keys on the DSS module.

What functions do the keys have on DSS modules?



Check in / **Check out:** for preparing and making a check in or check out.

DDI (Direct Inward Dialing bar)**:** the room telephone cannot be called by direct inward dialing.

Message: for sending a message to a room.

Guest-to-guest bar: the guest cannot be called from another room telephone.

Charge limit: The guest can only telephone up to the set charge limit.

Exit: to return to the busy display on the DSS module.

Using hotel functions ▶

You can complete a check in and check out.

Making a check in

Check In

Press the “Check in” key.

e.g.
101

Press the required room key, e.g. Room 101.

The selected guest receives full authorization to dial out.
The telephone charges memory for the room/previous guest is deleted.
The key lights up.

Preparing a check out

Check out

Press the “Check out” key.

e.g.
101

Press the required room key, e.g. Room 101.

Making a check out

• • •

Prepare the check out in the way described.

Check out

e.g.
101

Press the “Check out” key and the required room key again.

The key is no longer lit up and the guest has checked out. This also deletes any messages, alarm calls, diverted calls or callbacks for this guest. DDI prevention is switched on.

The phone in the selected room is switched to “semi-authorized”. You can make no more outgoing calls over the exchange line from this telephone. You can still receive calls on exchange lines.

Check out

If necessary, complete a check out for further guests.

Exit

Press the “Exit” key to end a check out procedure.

Using hotel functions ▶

You can display, print and delete your guests' telephone charges. Your dealer can connect a printer to your telephone system for printing out charges.

Displaying call charges

• • •

Prepare a check out as described.

A room key will flash if telephone charges have been incurred.

Note:
If no telephone charges have been incurred, the LED goes out. The check out is concluded.

Charges →

Select the "Charges" menu item.

e.g. 101

Press the required room key again, e.g. Room 101.
The charges for this room will be displayed.

You may now:

- print out these charges,
- delete these charges.

Printing charges

Total subs. →

Select the required menu item, e.g. "Total subs." gives the total charges for a subscriber.

The charges will be printed out on the printer which is connected.

Delete call charges

Delete call charges →

Select the required menu item.

The charges for the selected room will be deleted.

Press the "Disconnect" key. You can now complete the check out for this guest.

You may send a message to your guests.

Sending a message to guests

You can send guests a message on the display of the telephone in their rooms.

Message

Press the “Message” key.

e.g.
222

Press the key for the required room, e.g. Room 222.

The word “Message” appears on the display of the telephone selected.
If the telephone does not have a display, the LED will be switched on.

Exit

Press the “Exit” key to end the procedure. The DSS module returns to normal operation.

You can bar direct inward dialing to rooms.

Barring direct inward dialing to rooms

You can bar direct inward dialing to rooms.

DDI

Press the “DDI” key.

e.g.
707

Press the required room key, e.g. Room 707.

The key lights up. This room telephone can now no longer be called by direct inward dialing.

Exit

Press the “Exit” key to end the procedure. The DSS module returns to normal operation.

Enabling direct inward dialing again

You can enable direct inward dialing to rooms again.

DDI

Press the “DDI” key.

Keys of rooms that cannot be called by direct inward dialing will light up.

e.g.
707

Press the required room key, e.g. Room 707.

The key is no longer lit up. Any caller can dial direct to the room telephone.

Exit

Press the “Exit” key to end the procedure. The DSS module returns to normal operation.

Using hotel functions ▶

You can stop a guest from being called from other room telephones.

Setting up a guest-to-guest bar

You can stop a guest from being called from another room telephone.

Press the “Guest-to-guest bar” key.

Guest-to-guest bar

e.g.
707

Press the required room key, e.g. Room 707.

The key lights up. This room telephone can now no longer be called by other room telephones.

Exit

Press the “Exit” key to end the procedure. The DSS module returns to normal operation.

Removing a guest-to-guest bar

You can remove a guest-to-guest bar for a room telephone.

Press the “Guest-to-guest bar” key.

Guest-to-guest bar

Keys of rooms that cannot be called by other guests will light up.

e.g.
707

Press the required room key, e.g. Room 707.
The key is no longer illuminated. Every other guest can dial the room handset directly.

Exit

Press the “Exit” key to end the procedure. The DSS module returns to normal operation.

Using hotel functions ▶

The charge limit for each guest can be determined in your telephone system.
You can individually switch this charge limit on and off for each guest.
A guest can then make calls until the set charge limit is exceeded.

Switching on charge limit

You can ensure that a guest can only phone up to the set charge limit.

Charge limit

Press “Charge limit” key.

e.g.
707

Press the key for the required room, e.g. Room 707.

The key is illuminated. The guest can now only telephone up to the set charge limit.

Exit

Press the “Exit” key to quit.
The DSS module returns to normal operation.

If the charge limit is reached

At the room handset:
If a guest has reached the charge limit, he will hear a signal tone.
He can still finish the current call. However, he can no longer make further external calls.

```
707: Charge limit
```

At the reception telephone:
In the display a message appears to the effect that this guest, e.g. 707 has reached the charge limit.

Canceling charge limit

You can switch off the charge limit for the guest again.

Charge limit

Press “Charge limit” key.

The keys for the rooms, for which the charge limit is activated, are illuminated. The keys for the rooms, which have reached the charge limit, start flashing.

e.g.
707

Press the key for the required room, e.g. Room 707.
The key is no longer illuminated or flashes. The guest can now telephone again without restrictions.

Exit

Press the “Exit” key to quit.
The DSS module returns to normal operation.

Note:
If you cancel the charge for the guest, the charge limit for this room receiver is automatically switched off.

Using hotel functions ▶

You can have your guests woken by the room handset. You can enter up to 3 times for each guest.

Waking guests

```
Appointment for others
```

Select menu item “Appointment for others”.

Enter the call number of the required room.

```
Appt. 1       DD.MM hh:mm
```

The first appointment is displayed.
You can now enter the date and alarm time, four figures in each case. Your dealer will be pleased to enter the text of your choice for alarm calls.

```
End
```

Select the menu item “End”. The alarm call is now stored.

Receiving an alarm call

```
Time 1 Good morning
```

At the room handset:
The alarm call sounds every 15 seconds at the appropriate time. If required your message appears on the display.
The alarm call is switched off after 10 minutes.

As soon as the guest lifts the receiver, the alarm call is ended.

```
707: Alarm call not ack.
```

On the telephone at reception:
If the guest does not accept the alarm call, a corresponding status message appears on the telephone at reception.

Using hotel functions ◀

The alarm calls can be printed out and canceled at any time. For print-outs, your dealer can connect a printer.

Printing out alarm calls

Alarm calls are automatically printed out after they are entered and after they are carried out.

Note:
Alarm calls can also be printed out by selecting the menu item “Printout”.

Deleting alarm calls

`Appointment for others →`	Select the desired menu item.
`Next appointment →`	If necessary, select the appointment which you want to delete.
`Delete →`	Select the “Delete” menu item.
	The appointment is deleted.

Further instructions and functions

Your telephone is equipped with an AEI interface which you can use to connect various accessories, such as a PC, for instance. Also, you can connect a headset instead of the handset.

Changing insert strips

Your dealer can assign the functions you use most frequently to softkeys.
You can label and put in insert strips under these keys. This means you can see at all times what function is assigned to these keys.

Please note

This telephone is designed for connection to BOSCH TELECOM telecommunication systems only. It must not be connected directly to a public telephone network. This telephone only complies with European regulations on safety and electromagnetic compatibility if connected to a BOSCH TELECOM telecommunication system.

All repairs and servicing must be carried out by qualified personnel only. Do not open the telephone, otherwise you could damage it and cause it to malfunction.

Selecting a location for your telephone

Your telephone is designed for use under normal operating conditions. However, today's furniture is coated with an incredibly wide range of paints and synthetic finishes or treated with various care products. Some of these products may, therefore, contain substances that could attack and soften the plastic feet on your phone. Feet that have been affected in this way may, under certain circumstances, leave unattractive marks on your furniture.

BOSCH TELECOM cannot be held responsible for this type of damage. Consequently, we recommend placing your telephone on a suitable slip-proof mat, especially if your furniture is new or has been restored with such care products.

Remote control of your telephone with a PC

You can control your telephone remotely using a PC connected to the AEI interface.

Connecting a PC

Connect the AEI adapter to a serial interface on your PC.

Then connect the AEI adapter to the AEI-XY jack on your telephone.

Selecting PC applications

The following PC applications currently support communication with your telephone:

- Lotus Organizer
- Windows Card Manager
- Windows Dialer
- PlusPhone
- TaskTimer for Windows
- Windows Terminal Program

Call and charge signaling is possible with the following applications:

- PlusPhone

What options are there?

- Dialing from the PC
- Displaying incoming calls on the PC (PlusPhone, Windows Dialer)
- Answering calls on the PC (PlusPhone, Windows Dialer)
- Displaying telephone charges on your PC (PlusPhone)
- Activating second call from the PC (PlusPhone)
- Refer-back, Toggle, Conference via PC

Index

Accessories, DSS module 57

Additional call 20

Alarm call 69, 70

Announcement
- answering 33
- making 33
- to all 33

Appointment 36

Appointment message 37

Appointment signal 69

Automatic callback 12

Basic rules 8–9

Busy 12

Call
- answering 20
- transfering 16, 17

Call charges 32

Call diversion 22

Call list 29

Call number, storing 26

Call pick-up 13

Call returned 55

Call waiting 20

Callback 12

Calling
- busy 12
- from the call list 29
- partner 25

Cancel 8

Changing basic settings 30

Charge limit 61, 67

Check in 61, 62

Check out 61, 62

Code dialing
- general 27
- individual 26

Conference 17–19

Connect 54

Consultation call 15

Cut-in 12

Day service 38

DDI (Direct inward dialing bar) 61, 65

Dial
- from the call list 29
- redial 11

Direct inward dialing bar 61, 65

Display 8

Display keys 9

Display messages 46

Do not disturb 30

DSS module
- hotel functions 60
- keys 57, 61
- LEDs 58

DSS-Modul, Entering text 59

Index ▶

External calls 10

Function keys, assigning 41–45

Functions
- overview 41–45
- selecting 8

General call 30

Group Pick Up 14

Guest-to-guest-bar 61, 66

Handsfree, settings 31

Handsfree Answer Back 30

Help 56

Hotel functions
- alarm call order 69
- Charge limit 61, 67
- check in 61, 62
- check out 61, 62
- deleting call charges 63
- Direct inward dialing bar 61, 65
- displaying call charges 63
- exit 61, 64
- Guest-to-guest-bar 61, 66
- message 61, 64
- overview 60–61
- printing call charges 63
- return to busy display 65, 66
- Return to engaged display 67, 68

Hunt group 30

Idle display 8

Insert strips 71

Internal calls 10

Keys 6

Language 31

Line 30

Locating your telephone 71

Location 71

Lock 43

Locking the phone 39

Menu, select functions 8

Menu items 46

Messages
- delete 35
- display 35
- on the display 46
- sending 34

Monitoring 21

Night service 38

Note 28

Overview
- hotel functions on the DSS module 60

Partner
- calling 25
- display 25

Partnerbeep 25

Pick Up 13

PIN 39

Receiving calls 13

Redial
- call 11
- store 26, 27, 28

Refer-back 15

Repairs 71

Index ◀

Ringing tone 55
Rules of use 8–9
Settings 30, 31
Software lock 39
Status 8
Store destinations 26–28
Switch 15
Symbols on the display 46
Telephone settings 30
Telephone status 8
Toggle 15
Transfer 54
Transfering calls 16, 17
Troubleshooting 56
Volume
- Loudspeaker 31
- Receiver 31
- Ringing tone 31

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